



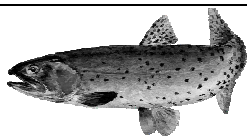
The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for SENIOR BIOLOGIST (SUPERVISOR) (GENERAL)



This examination will create an eligible list that will be used to fill Senior Biologist (Specialist) (Botany), Senior Biologist (Specialist) (Marine/Fisheries), Senior Biologist (Specialist) (Wildlife), Senior Biologist (Supervisor) (Botany), Senior Biologist (Supervisor) (Marine/Fisheries), and Senior Biologist (Supervisor) (Wildlife)

FINAL FILING DATE: MARCH 25, 2010

(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

**Position
Description:**

The Senior Biologist (Supervisor) (General) supervises a variety of biological activities involving multiple specialties. The biological or ecological activities typically include two or more resource categories involving biological surveys or investigations, assessing projects or developments for impacts on the resources, and the preparation and evaluation of resource habitat development, restoration or management plans.

This examination will create an eligible list that will be used to fill Senior Biologist (Specialist) (Botany), Senior Biologist (Specialist) (Marine/Fisheries), Senior Biologist (Specialist) (Wildlife), Senior Biologist (Supervisor) (Botany), Senior Biologist (Supervisor) (Marine/Fisheries), and Senior Biologist (Supervisor) (Wildlife)

Salary Range:

Senior Biologist (Specialist) (All Parentheticals) **\$5196 - \$6271**
Senior Biologist (Supervisor) (General) (All Parentheticals) **\$5199 - \$6275**

How to Apply for this Examination

**Eligible List
Information:**

This examination will create an eligible list that will be used to fill Senior Biologist (Specialist) (Botany), Senior Biologist (Specialist) (Marine/Fisheries), Senior Biologist (Specialist) (Wildlife), Senior Biologist (Supervisor) (Botany), Senior Biologist (Supervisor) (Marine/Fisheries), and Senior Biologist (Supervisor) (Wildlife) positions with the Department of Fish and Game. Applicants interested in these exams are encouraged to submit an application.

Where to Mail:

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217b
Sacramento, CA 95814**

How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>.

Who Should Apply:

1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Accommodations for Persons with Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Education: Equivalent to graduation from an accredited college, or equivalent degree (certificate) (diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310, with specialization in zoology, botany, fishery biology, conservation biology, herpetology, marine biology, wildlife management, or a closely related biological field. **AND**

Either I: One year of experience in the California State service performing responsible biological or environmental work related to a combination of fish, plant, or wildlife management or research comparable in level to those of an Associate Biologist level.

Or II: Four years of experience in fish, plant, or wildlife management, research, or environmental services activities. For at least two years, this experience must have included carrying out a broad and complex scientific research or management program or doing difficult technical work in connection with scientific field management or survey activities or environmental work at a level equivalent to that of an Associate Biologist in the California state service. (Possession of a doctorate degree in zoology, botany, fishery biology, conservation biology, herpetology, marine biology, wildlife management or a similar biological science may be substituted for three years of the required experience. Possession of a master's degree may be substituted for two years of the required experience.)

Make Sure you Also Meet These Conditions:

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of, **March 25, 2010**, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination: This examination consists of a **Qualification Assessment and is the sole component of the Senior Biologist (Supervisor) (General) exam weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%. **COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

Exam Dates: It is anticipated that the Qualifications Assessment will be mailed or accessible May/June 2010.

Scope of Examination:
(STUDY THIS to prepare for examination)

A. Knowledge of:

1. Departmental policies relating to resource conservation and restoration.
2. Budget preparation and monitoring.
3. Process of developing laws and regulations governing use of natural resources.
4. Environmental and project review procedures and related laws.
5. Federal financial aid programs affecting fish and wildlife.
6. Long-range conservation planning techniques.
7. Governmental and private organizations involved in resource conservation and management.
8. Principles and techniques of supervision and personnel management.
9. The Department's Equal Employment Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment (LEAP), Reasonable Accommodation, and discrimination complaint process objectives.
10. Principles of collective bargaining and the State Employer-Employee Relations Act.
11. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Plan, organize, supervise and evaluate the work of staff engaged in a variety of resource management work.
2. Implement departmental policies and programs related to resource conservation, preservation and restoration.
3. Prepare and oversee the content of technical reports, conservation management or development plans, and mitigation proposals.
4. Coordinate with the Fish and Game Commission on laws and regulations.
5. Prepare and monitor budgets.
6. Negotiate conservation and mitigation proposals with private and governmental entities.
7. Communicate effectively and serve as a departmental representative.
8. Establish and maintain cooperative relations with those contacted in the work.
9. Analyze complex biological issues and take effective action.
10. Administer collective bargaining agreements authorized pursuant to the State Employer-Employee Relations Act.
11. Effectively contribute to the Department's Equal Employment Opportunity (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.

Veterans Preference: Veterans preference credit is not granted in promotional examinations.

Length of List Eligibility: A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Senior Biologist (Supervisor) (General) examination or the testing process, please contact Maria Luna, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.